

**ISLAND COUNTY COUNCIL OF GOVERNMENTS – WORKSHOP SESSION
JUNE 29, 2011**

MINUTES

The Island County Council of Governments met in workshop session on June 29, 2011 in the Commissioners' Hearing Room 102B, located at 1 NE 6th St., Coupeville. The meeting was called to order by Chair, Nancy Conard at 9:07 a.m.

Members Present: Nancy Conard, Mayor, Town of Coupeville
Helen Price Johnson, Island County Commissioner
Angie Homola, Island County Commissioner
Kelly Emerson, Island County Commissioner
Paul Samuelson, Mayor, City of Langley
Jim Slowik, Mayor, City of Oak Harbor
Curt Gordon, Commissioner, South Whidbey Port District

Members Absent: Benye Weber, Commissioner, Coupeville Port District

Also Present: Ron Nelson, Island County Economic Development Council
Various community members

**REVIEW RURAL ECONOMIC DEVELOPMENT FUNDS APPLICATION AND
APPROVAL PROCESS**

Chair Nancy Conard announced that this meeting would be a workshop and no decisions would be made.

The members were provided copies of handout materials: sample of press release used to by County to solicit applications and summarizes criteria, prior approved applications, copy of RCW regarding funds and a draft of the review application process prepared by Ron Nelson of the Island County Economic Development Council.

Chair Nancy Conard reviewed the goals for today's workshop:

- Review the applications process
- Talk about when the interlocal was actually created
- Talk about how our revisions to projects be managed and approved
- How extensions of time are managed and approved
- What is the required reporting
- If we want to look at small grants or save for larger projects

Mayor Slowik requested time to discuss an emergency application. Chair Nancy Conard stated that he would be allowed time near the end of the workshop to discuss this.

Chair Nancy Conard explained that the workshop would begin with a review the application process only and not be project specific.

Ron Nelson went through his draft review of applications explaining how he used the Skagit County's process as a model. Ron's approach was to not look at the past applications but rather to provide tools to help in the decision making process for future applications. He explained to the members how he developed the "Public Facility Project Summary" and the "Decision Matrix Score Sheet by incorporating the goals and criteria as defined in the RCW.

He also developed an excel spreadsheet the Rural Development Funds Score Sheet (Decision Matrix) to illustrate a decision matrix score sheet that would help line up application with what is in the RCW. He went through how to score applications each city, town, port has their own set of criteria (goals) to meet. The decision matrix would be used to score applications based on whether or not they met the goals established in the RCW and to ensure applications meet County criteria as well as city, town, port etc. This would also help to determine if one application meets goals better than another.

He also discussed how to standardize reporting to demonstrate accountability.

The next step would be to go through an application using Ron's draft process for scoring.

A discussion was held regarding timeline for applications and if there should be an annual call for applications or to accept them at any time. It was suggested not to eliminate emergency applications (reminder funds need to be used for public facilities). Another suggestion was to review funds available and accept applications as they come with no time line for applications.

Due to the cost incurred by the County in terms of staff time it was suggested that the Economic Development Council be responsible for overseeing applications before being presented to the County to help with administrative costs. This will be discussed further at the next meeting.

Topics for discussion at the next meeting:

- How we want to do this – commit funds upfront on our recommendation
- When should interlocal be written
- How do we handle revisions to the project timeline i.e. extensions
- Who will review applications

EMERGENCY APPLICATION PRESENTED BY MAYOR SLOWIK

Mayor Slowik presented an emergency application for funds (\$50,000) for an environmental study regarding Nichols Brothers expanding in Oak Harbor on land owned by the Naval Base (Naval Base Seaplane Base). Since this is government land the government was consulted and they stated the decision was to be made on local level. Nichols Bothers wants to expand with a new boat yard in order to bid on new ferries. They are also looking at Bellingham or Everett in addition to Oak Harbor and they are working within a very tight timeline. This would not replace boatyard in Freeland. With the new facility (deep water style) they would expect to add new jobs to the area. The land would be leased from the government by Nicholas Brothers with them having the first opportunity to buy if government released. They would need to have the

Navy's cooperation and they don't have it yet. Member will identify questions and give to Mayor Slowik and Ron and they will address them at the next meeting.

SCHEDULE NEXT MEETING

Chair Nancy Conard suggested that they schedule another workshop to continue this discussion. The next regular COG meeting is scheduled for July 27 with the following topics:

- Rural Economic Development Funds
- Draft revision of 2% Interlocal Agreement
- Sherrye update on 2%
- Morgan to talk of Draft Action Plan
- Approve/Sign Vouchers
- Affordable Housing

COG workshop to begin at 1:00 on July 27th after the COG regular session.

Meeting adjourned at 11:12 am

Dated this ____ day of July, 2011.


APPROVED